

# FIRE CODES INSPECTOR I

**GRADE: 17**

**FLSA: NON-EXEMPT**

## **CHARACTERISTICS OF CLASS:**

The Fire Codes Inspector performs intermediate to difficult technical and intermediate administrative work using an influential approach in securing and maintaining compliance with ordinances and regulations relating to fire and life safety in new construction and certain existing buildings such as renovated structures and/or licensed facilities within the City. The physical demands are light and the working conditions can be somewhat disagreeable. The work is directed by the Fire Marshal and affects individual cases with meaningful impact.

## **EXPECTATIONS OF ALL CITY EMPLOYEES:**

- Learn and demonstrate an understanding of City, department, division and team goals.
- Serve and meet the needs of customers during routine or emergency situations.
- Ability and willingness to work as part of a team, to demonstrate team skills and to perform a fair share of team responsibilities.
- Ability to assess his/her work performance or the work performance of the team.
- Plan and organize his/her work, time and resources, and if applicable that of subordinates.
- Contribute to the development of others and/or the working unit or overall organization.
- Produce desired work outcomes including quality, quantity and timeliness.
- Communicate effectively with peers, supervisors, subordinates and people to whom service is provided.
- Understand and value differences in employees and value input from others.
- Consistently report to work and work assignments prepared and on schedule.
- Consistently display a positive behavior with regard to work, willingly accept constructive criticism and be respectful of others.

## **EXAMPLES OF DUTIES:**

- Conducts independent field inspections, explains and interprets codes, attempts to obtain voluntary compliance, writes reports, correspondence and notices, gathers evidence, prepares cases and testifies in court.
- Makes life safety inspections and tests of fire protection systems in new construction, renovations and certain existing buildings, such as licensed facilities (nursing centers, group homes, day care, etc.). Conducts on-site inspections, mostly required by law, to ensure compliance with applicable codes and standards. Inspects and tests fire protection systems to ensure proper installation and verification of performance requirements.

- Attends meetings, provides consultation and teleconferencing, daily to public and private businesses, to other Government agencies, contractors and architects for the purpose of resolving fire safety issues, scheduling inspections, and providing instruction required to facilitate code conformance.
- Serves notice to affected parties, responsible parties, and other regulatory agencies, such as Health Department, Child Care Administration to complete their respective permit/license process-reports.
- Prepares correspondence and keeps records related to inspections and tests conducted, and sometimes required by law.
- Maintains accurate inspection and permit records in the permit database.
- Responds to code enforcement issues which may arise through a complaint from the public or another agency or may be the result of an unforeseen situation. Determines immediately whether life safety and/or the preservation of property is affected. Enforces codes and regulations based on the severity and nature of the issue and handles on a case by case basis, which sometimes requires the Fire Inspector to initiate legal intervention which can result in civil or criminal proceedings.
- Meets with and assists Fire Department operations personnel for the purpose of providing instruction, guidance and/or resolution regarding fire safety code issues which may have been discovered during routine or emergency Fire Department activities. Provides intervention required as determined by the complexity of certain code issues and/or the inability of the local Fire Department to address an issue due to lack of resources or the unpredictable schedule of emergency services.
- Performs other duties as required.

## **QUALIFICATIONS:**

### **Required Training and Experience:**

Any combination of training and experience substantially equivalent to an Associate of Arts Degree in Fire Protection, Fire Science or related field and three years experience in fire inspection, fire protection, systems inspections or related experience.

Possession of an appropriate driver's license valid in the State of Maryland. Must be a certified Fire Inspector I and be able to obtain nationally recognized Fire Inspector II certification within one year of employment. Must obtain Fire Inspector III certification within a reasonable time as determined by the City.

### **Preferred Knowledge, Skills and Abilities:**

- Knowledge of and ability to interpret State and local fire and life safety codes and ordinances.
- Skill in time management and operation of equipment necessary to do the job.
- Skill in the use of Pitot tube and gauges, calculation and graphing of fire flow results.

- Skill in courtroom demeanor, communication and listening; skill and ability to differentiate facts from opinions.
- Ability to read and comprehend plans for fire protection systems.
- Ability to perform code-related research.
- Ability to supervise performance of acceptance tests.
- Ability to make calculations for egress requirements.
- Ability to read basic floor plan or shop drawings and identify symbols used by the jurisdiction.
- Ability to compose legally adoptable language.

NOTE: Employees who have completed their initial probationary period and who have received certification as a Fire Inspector III, will move to the Fire Codes Inspector II position in the pay period immediately following receipt of proof of certifications by the Personnel Department.